



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Job Title: Financial Analyst 1, Working Title: Assistant Dispatcher, Northeast Region

The Washington State Department of Natural Resources (DNR) seeks a creative and dedicated professional Financial Analyst 1, Assistant Dispatcher for the Northeast Region Communications Unit. This is a fast paced job with attention to detail requiring excellent multi-tasking skills.

AGENCY MISSION AND CHALLENGE:

The mission of the DNR is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. The DNR also provides leadership in creating a sustainable future for the Public Land Trusts. The DNR manages over five million acres of state-owned land, over 1300 employees, and operates with a biennial budget of approximately \$400 million. You can find more information about the department at our [DNR Home Page](#).

APPOINTMENT TYPE: Financial Analyst 1, Permanent, Full-time

SALARY: \$28,956 - \$36,708 annual salary range
Full benefits package

CLOSING DATE: December 15, 2004

LOCATION: Colville, Washington (GE 33 or GE331)

JOB PROFILE:

This position is the lead position in dispatch for tracking the Region's fire costs, which include the cost recovery/ reimbursement programs, and fire investigation program and is the assistant dispatcher for fire suppression. Responsibilities include calculating and administering fire cost recovery billings each year, processing the yearly interagency cost reimbursement, coordinating smoke management requests and maintaining accounts; explaining rules and regulations pertaining to the fire program to the general public, other agencies and field staff. As assistant dispatcher, determine and dispatch regional personnel to emergency incidents, regional and state fires and in absence of lead dispatcher, supervise seasonal/detailed personnel.

MINIMUM QUALIFICATIONS/REQUIRED QUALIFICATIONS:

(Interested candidates will be screened for minimum qualifications)

Candidates must meet the minimum qualifications for Financial Analyst 1: A Bachelor's degree with ten semester or fifteen quarter hours of college-level accounting hours.

Or two years of fiscal bookkeeping or recordkeeping tasks with ten semester or fifteen quarter hours of college-level accounting hours.

DESIREABLE KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Ability/experience to work as a member of a team and make collaborative decisions;
- Ability to make decisions in a dynamic and sometimes stressful environment;
- Ability to review financial documents for completeness and accuracy;

- Accounting skills with knowledge of computer accounting programs (e.g. Excel);
- Ability to develop programs for tracking and monitoring accomplishments;
- Demonstrated ability to communicate complex issues orally and in writing to a variety of audiences;
- Ability to apply rules and regulations;
- Effective written and verbal skills;
- Ability to resolve a wide variety of customer services/complaints
- Ability to effectively multi-task
- Knowledge of physical features of the region and knowledge of local/regional weather conditions;
- Knowledge of wildland firefighting and fire dispatch
- Requires working long hours, weekends and holidays from May to October.
- Due to the emergency response required of this position, residing within 30 minutes of Colville is preferred.

WHO MAY APPLY: This recruitment is open to anyone who meets the minimum qualifications. DNR employees who are eligible to transfer, voluntarily demote or elevate are also encouraged to apply.

All candidates who wish to be considered for this opportunity must follow the application process below. Candidates will be required to apply to the Financial Analyst 1 register through Department of Personnel prior to final selection. Apply to website <http://hr.dop.wa.gov/statejobs/bulletins/CURRENT/31272ocapp.htm>

APPLICATION PROCESS:

Interested and qualified candidates should submit:

- A letter of interest (not more than two pages) describing your qualifications as they relate to the position.
- A current resume.

Submit all materials by December 15, 2004 to:

Penny Foerch
Human Resource Consultant Assistant
PO Box 190
Colville, Washington 99114
Penny.foerch@wadnr.gov
(509) 684-7474
(509) 684-7484 fax

E-MAIL responses are preferred, but hard copies will also be accepted.

Interviews will be conducted the first part of January 2005 with anticipated hire of mid January 2005.

This announcement is published by the Washington State Department of Natural Resources. The DNR is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 902-1150 or Telecommunications Device for the Deaf (360) 902-1156.